



FAIRFAX COUNTY

DEPARTMENT OF PURCHASING & SUPPLY MANAGEMENT

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V I R G I N I A

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ADDENDUM NO. 3

TO ALL PROSPECTIVE OFFERORS:

SUBJECT: REQUEST FOR PROPOSAL: RFP02-549762-39

FOR: Accounts Receivable Services for the School Age Child Care
(SACC) Program

DATE AND TIME OF CLOSING: December 31, 2001 @ 2:00 P.M.

The subject request for proposal is amended as follows:

1) The date and time of closing has been extended to January 8, 2002 @ 2:00 P.M.

The following questions and answers resulted from the pre-proposal conference held on November 27, 2001.

Q1: The Statement of Work indicates that the bank submits deposit reports to the Department of Administration for Human Services. What is the role of the Department in management or oversight of the SACC Accounts Receivable process?

A1: The Department of Administration for Human Services (DAHS) is responsible for financial management for all Human Services agencies and as such DAHS is responsible for the SACC billing process. DAHS staff will ensure that the accounts receivable Contractor adheres to the responsibilities outlined in the contract, and will remain the partner with SACC staff in evaluating the billing and collection processes.

Q2: Will the Contractor handle bounced checks or encoding errors?

A2: The DAHS staff will handle the bounced/returned checks. Bank encoding errors are handled by DAHS in cooperation with the designated bank representative. The offeror should propose how it is to be notified of actions taken on bounced checks.

Q3: Will the Oracle SACC Receivables system receive data from the Contractor's system?

A3: The County does not anticipate a need for such functionality but would consider any proposal that will provide the best solution.

Q4: What are the end-of-year reporting requirements?

A4: Currently, it is the policy of SACC to bill one month in advance for services. The County's fiscal year runs July 1 – June 30. Thus, some July services billed in June must be tracked because any payments received in June for July services must be treated as deferred revenue. The accounts receivable Contractor will need to "flag" such charges and payments in order to record the revenue as deferred revenue. End of Year reporting would also include the reports with fiscal year information on how much was billed and adjusted (debits/credits) and how much revenue was collected, as well as the end of year number/listing of delinquent accounts and the balance on each account.

Q5: Which department or organization adjusts the account from information received on the coupons or notes attached to the payments?

A5: The DAHS staff review the coupons received from the bank, which come along with the bank reports, for correspondence and notes from the customers. Depending on the nature of the note, either SACC staff or DAHS staff will respond and edit data in the SACC registration system that will be available to the contractor the next day through a file extract. The accounts receivable contractor may need to adjust account balances.

Q6: What type of operating system is in place for the SACC Registration and Accounts Receivable Operations? What versions?

A6: The Accounts Receivable system is the COTS Oracle Public Sector Receivables, Release 11. It operates on UNIX AIX Version 4.3.2. SACC Registration is a client server based application. The operating system for the server is UNIX AIX Version 4.3.2. Client side operating systems for both systems are Windows 99,98,2000.

Q7: Do all staff members involved in SACC have Internet access?

A7: All County staff assigned to support the proposed solution will be provided the requisite access deemed appropriate in accordance with their responsibilities.

Q8: What is the technology environment for the Accounts Receivable and SACC staff workstations?

Q8: Our current platforms are Client Server and Web-based applications with connections to Oracle, but there is no preference to environment selection for the proposed system. We want the best and most thorough solution for the cost.

Q9: How many County staff will need access to the Contractor's system?

A9: Approximately 7 staff from DAHS, and would like to have viewing capability for 14 staff from SACC Registration.

Q10: What is the expected growth rate for participants and centers in the SACC program?

A10: There is approximately 4% growth rate for participants in the School Year, Winter, and Spring programs. The Summer program could have a growth rate as high as 10%.

- Q11: What is the average number of children that participate in the SACC program per household?
- A11: The average number of children that participate in the SACC program per household is 1.3.
- Q12: What is the name and contact phone number of the vendor used for the bulk mail processes?
- A12: ABR Services, Inc., located in Lorton VA. contact Stevie Tong, 703-550-7310, Extension 232.
- Q13: Can you describe how data is currently transferred from the SACC Registration System to the Accounts Receivable System?
- A13: The proposed system should not be confined by the current data transfer processing methods. The current interface was a customized solution to accommodate the Accounts Receivable system and will not be utilized in the proposed system. Currently, both systems utilize Oracle 8 DBMS technology. Data transfers between applications are performed through the granting of privileges allowing appropriate access via a link. Transfer schedule varies according to the process being performed.
- Q14: What is the expected contract value?
- A14: The County does not provide an anticipated contract value but will negotiate with the top ranked vendor to seek agreement on a contract.
- Q15: Why are the school year & year-round charges manually calculated?
- A15: The school year and year round program fees are based on a number of variables. If any one or combination of variables change, an appropriate debit or credit may need to be processed by looking at the effective date and new amount of each variable that changed. Fees are also prorated, based on the effective dates. Currently, there is no automation in place to look at dates and fees to calculate debits/credits for the School Year and Year Round charges.
- Q16: Will the "Word" document referenced in Sec. 4.4.3 apply to all invoices or will there be documents for each account?
- A16: The "Word" document referenced in Sec. 4.4.3. applies to all invoices and is the same test message for all invoices for that mailing period.
- Q17: What is the staffing level for services being provided that will be out-sourced by this RFP.
- A17: There are approximately four to five full time equivalents working on these services depending on work loads and peak periods not including staff supervision.

Q18: How often is importing done?

A18: Imports are scheduled in preparation for monthly billing. Scheduled imports for the proposed application do not necessarily need to follow the current process.

Q19: Will the County require that the vendor use a specific database program?

A19: There is no preference to database selection. We are looking for the bidders to propose the best solution for the County. We have a set of standards, but we will not rule others out taking into account legitimate business reasons. (Refer to the County WebPages <http://www.fairfaxcounty.gov/gov/dit/section5.pdf> for the technical environment and architecture.)

All other terms and conditions remain unchanged.

Armand E. Malo, CPPO
Director/County Purchasing Agent

AEM/eam

THIS ADDENDUM IS ACKNOWLEDGED AND IS CONSIDERED A PART OF THE SUBJECT REQUEST FOR PROPOSAL:

Signature

Date

Name of Firm

TWO SIGNED COPIES MUST BE RETURNED PRIOR TO DATE/TIME OF OPENING OR MUST ACCOMPANY PROPOSAL.